



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

BASIC PRESENTATIONS USING POWERPOINT 2003

Presentation software is a valuable multimedia teaching aid. It allows a speaker / instructor to reach a large audience while at the same time incorporating colors, pictures, video, or sound to reinforce information. We will also discuss the advantages and disadvantages of presentations. Members of the St. Louis County Municipal Police Academy Instructional Staff will introduce information on proper utilization of Presentation software. Basic presentation functions will be taught and practiced throughout the class.

The program provides basic skills in the following areas:

- **Slide Layouts:** placeholders for a title, text, graphics or charts which allow the creator to input information to certain locations on a slide.
- **Slide Views:** different ways a presentation can be viewed while editing. Explanation of the advantages and disadvantages to each view and how each view is accessed.
- **Document templates and background coloring:** how to use predefined background schemes, or creating an original of a background slide master for consistency throughout creator's presentation.
- **Slide Transitions:** special effects used to introduce a slide during a slide show. Setting the speed of the transitions as well as assigning sounds to go with transitions.
- **Custom Animations:** special visual effects to add to an object as it appears on the screen. How to add custom sounds, setting order, timing, and previewing changes. Proper presentation animation techniques will also be discussed.
- **Incorporating Sound and Video:** adding sound or video to reinforce presented material can greatly add to the professionalism and creativity of the program. How and when to add pictures, video, and sound effectively will be discussed.

This program consists of demonstrations and several practical exercises that the participant will complete. The program is taught using Microsoft PowerPoint. Windows Operating System training or an equivalent is a minimum requirement for this program. The program will be taught by members of the C.M.P.A. staff.

Session: One, Two, Three, Four & Five
Date(s): March 12 May 11 July 21 September 10 November 17, 2009
Time: 8:00 a.m. - 4:00 p.m. - 7 Hour Class
Place: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

WHO SHOULD ATTEND: All Police Department Personnel - Technical Studies

ATTENDANCE IS LIMITED TO 15 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received by 1 week prior before class start date. Reservations will be taken from non-tuition paying departments at a cost of \$50 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

PLEASE USE THE REGISTRATION FORM ON THE BACK



Continuing Education

St. Louis County and Municipal Police Academy

< Registration Form >

PROGRAM: BASIC PRESENTATIONS USING POWERPOINT 2003 - **Session:** One, Two, Three, Four & Five

TRAINING DATE(S): March 12 May 11 July 21 September 10 November 17, 2009

Please circle date or indicate date by registrant(s) name

TRAINING TIMES: 8:00 a.m. - 4:00 p.m. - 7 Hour Class

TRAINING LOCATION: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

INITIAL SEATS PER DEPT: One - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc. Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by 1 week prior before class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures. ***Please note request for employee's email address.***

(PLEASE TYPE OR PRINT CLEARLY)

PRIORITY

1. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

2. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

3. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

4. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

Authorized Training Registrar: _____
(must sign here)

Print or type Registrar's Name: _____ Title: _____

Department: _____ Phone: _____ - _____

Registrar Return:	By Mail:	St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	By FAX: 314-863-2317
			Questions call: 314-889-8600